

## HUMAN RESOURCES OFFICE - CALIFORNIA NATIONAL GUARD TECHNICIAN VACANCY ANNOUNCEMENT

**VACANCY ANNOUNCEMENT #**

09-573

**OPEN PERIOD:**

10/30/2009 – 11/13/2009

**JOB TITLE:**

Public Affairs Specialist

**PAY GRADE AND SERIES:**

GS-1035-11

**PAY RANGE:**

\$62,678 - \$81,476

**POSITION LOCATION:**

Los Alamitos, CA.

**APPOINTMENT TYPE: INDEFINITE - DUAL STATUS**
**PDCN #:** 70609000

**Security Clearance Required:**

Secret

**AREA OF CONSIDERATION:** CURRENT CALIFORNIA NATIONAL GUARD MEMBERS/TECHNICIAN

Military grade of E-5 through E-9; O-1 through O-3 or Officer Candidate/Eligible.

**Compatible Military Grade Assignment:** MOS ENL 46Q/Z OFF 46A/X.

**Key Requirements:**
**THIS IS AN INDEFINITE POSITION**

This position is located in the Joint Force Headquarters – State, Personal Staff, Public Affairs Office (PAO).. The primary purpose of the position is to assist the state's Public Affairs (PA) Officer at the strategic and operational level, with particular emphasis on developing segments of more complicated or sensitive communications campaigns and executing the National Guard Bureau's (NGB's) communication objectives.

**Recruitment/Relocation Incentive/Advance in Hiring Rate Based on Superior Qualification IS NOT authorized.**

**PAYMENT OF PERMANENT OF CHANGE OF STATION (PCS):** Payment of Permanent Change of Station (PCS) MAY BE authorized, subject to provisions of the Joint Travel Regulations and an agency determination that a PCS move is in the Government's interest

**SUBJECT to NIGHT and/or ROTATING SHIFTS.**

**Position Requires Travel:** Some, 1 to 5 days per month.

**QUALIFICATIONS and EVALUATION:**

**General:** Experience in administrative, professional, investigative, technical or other responsible work that demonstrates the applicant's skill in written and oral communication, analytical ability, and ability to deal effectively with others.

**Public Affairs Specialist GS-1035-11:** Must have 36 months of specialized experience involving the writing or manipulation of existing materials to motivate others to follow or accept a certain course or concept; experience that involves instructing others to understand information which was presented in a formal or structured setting such as media briefings, press calls, etc.; experience that involved performing consulting duties to a program function where the applicant demonstrates to others the benefits of services provided, such as management analysis, etc.; experience in any number of staff positions which required analyzing basic functions and suggesting ways to improve operations such as marketing, research, etc.

**KNOWLEDGES, SKILLS, AND ABILITIES:** The following knowledge's, skills, and abilities will be used by the selecting officials to determine the best qualified applicants from which selection will be made:

1. Skill in producing written material using various formats and methods to achieve understanding of various points of view by others.
2. Skill in presenting concepts or positions orally to achieve understanding of a point of view in a clear and logical manner to audiences of all levels.
3. Skill in establishing and maintaining effective working relationships with people having different interests to

- attain mutually beneficial objectives through print and broadcast media.
4. Skill in developing appropriate conclusions from varied and complex data determining the appropriate sources, gathering information, and interpreting information to arrive at conclusions and develop basic recommendations.

**SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:** A maximum of 12 months of the required experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 12 months of experience. The education must have been in fields directly related to the type of work of the position. (i.e., public relations, journalism, information processing science, communications, English composition or other course where primary emphasis is on communications and writing skills).

**COPIES OF TRANSCRIPTS ARE REQUIRED FOR EDUCATION TO BE CREDITABLE**

**CREDITING NATIONAL GUARD EXPERIENCE:** NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.

**CONDITIONS OF EMPLOYMENT:**

- Must qualify for appropriate level of security clearance required for the position.
- Must maintain a compatible military unit, grade, and job assignment within the CA National Guard and wear appropriate military required grooming standards.

**HOW TO APPLY:**

1. Submit an Optional Form (OF) 612, Optional Application for Federal Employment or a current resume.
2. Attach any required documents (see Required Documents below).
3. Submit application package to the California National Guard – HRO Office via email at [NGCAHRJOBSTECH@CA.NGB.ARMY.MIL](mailto:NGCAHRJOBSTECH@CA.NGB.ARMY.MIL)

**REQUIRED DOCUMENTS (Application Packet):**

- OF 612, Optional Application for Federal Employment or current resume (mandatory)
- Transcripts, if applicable
- Miscellaneous Items ( i.e., Flight Records, Bar Certification), if applicable
- SF-50/DD214 (Current or Former Competitive Employees, VEOA Eligible), if applicable
- SF 181, Ethnicity and Race Identification Form (optional)

**APPLICATION FORMS ARE AVAILABLE AT THE HUMAN RESOURCES OFFICE WEBSITE**

[www.calguard.ca.gov/cahr](http://www.calguard.ca.gov/cahr) and at [www.opm.gov/forms/](http://www.opm.gov/forms/) .

**APPLICATIONS ARE ACCEPTED VIA EMAIL ONLY TO: [NGCAHRJOBSTECH@CA.NGB.ARMY.MIL](mailto:NGCAHRJOBSTECH@CA.NGB.ARMY.MIL)**

**The Human Resources Office will not accept applications via fax or mail without prior consideration from HRO Staffing. Resumes and Applications (OF 612) must include a valid return email address.**

Upon receipt, the Human Resource Office will review your application packet to determine if it meets the minimum Qualifications Requirements and the Area of consideration. The rating you receive is based on your application and supporting documents that you provide. Please follow all instructions carefully. **Applications or resumes without a current return email will not be considered.** Errors or insufficient information may affect your rating.

**ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY Midnight (Pacific Time) BY THE CLOSING DATE INDICATED ABOVE.**

**VETERANS PREFERENCE DOES NOT APPLY.**

**All California National Guard Technician Vacancy Announcements can be found on our job website. Questions about announcements or how to apply may be directed to HRO Staffing at (916) 854-3350 or via email to [NGCAHRJOBSTECH@CA.NGB.ARMY.MIL](mailto:NGCAHRJOBSTECH@CA.NGB.ARMY.MIL)**

**THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**